

**PROCEDURE FOR FILING COMBINED
ZONING/BUILDING PERMIT APPLICATION**

1. **PERMIT REQUIRED:** The Fauquier County Zoning Ordinance requires a permit for ALL construction, excavation, or grading **PRIOR TO THE COMMENCEMENT OF SUCH.** A permit is not required for ordinary repairs, such as painting. Please call the office if you are in doubt at (540) 347-8674.
2. **PROCESS:** A zoning permit is obtained by filing an application at the Zoning Office, Third Floor of the Court and Office Building, 40 Culpeper Street, Warrenton, Virginia. Office hours are 8:00am to 4:30pm, Monday through Friday. Once the application is approved, the Zoning Office staff will take this approval to the Building Inspections Office for you.
3. **FEE:** A **non-refundable** fee of \$50.00, payable to the County Treasurer, is due at the time of application.
4. **REQUIRED ATTACHMENTS**
 - A. **WATER AND SEWER:** A current septic tank and well permit from the Health Department, or a permit from the Fauquier County Water and Sanitation Authority, Marshall, Remington or Warrenton Waterworks must be submitted with your application.
 - B. **VDOT ENTRANCE PERMIT:** A highway entrance permit from the Virginia Department of Transportation must be submitted with the application on all new construction, **NO EXCEPTIONS.**
 - C. **PLAT AND DEED:** The proposed construction with setbacks from all property lines must be shown on a copy of your RECORDED plat and submitted with your application. For all new dwellings, and in cases of recent transfers, you will need to submit a copy of your recorded deed and plat. **THIS PLAT MUST ALSO SHOW THE EXACT ENTRANCE (AS APPROVED BY VIRGINIA DEPARTMENT OF TRANSPORTATION) ONTO THE STATE HIGHWAY OR PRIVATE ROAD/RIGHT OF WAY. FARMS MUST SHOW ALL EXISTING ADDRESSES. OUR OFFICE DOES NOT HAVE COPIES OF RECORDED DEEDS OR PLATS (COPIES CAN BE OBTAINED FROM THE RECORD ROOM, FIRST FLOOR IN THE COURT AND OFFICE BUILDING AT 40 CULPEPER STREET, WARRENTON, VIRGINIA).**
5. **COPIES:** Information submitted with your permit will not be returned. If you wish us to make copies, the charge is 50 cents per page.

IMPORTANT INFORMATION REQUIRED FOR ALL HABITABLE BUILDINGS

THE EXACT LOCATION OF YOUR DRIVEWAY/ENTRANCE MUST BE SHOWN ON YOUR RECORDED PLAT. YOUR STREET ADDRESS (MAILING ADDRESS) WILL BE DETERMINED USING YOUR DRIVEWAY ENTRANCE.